

CLASSIFICATION SPECIFICATION FOR: HUMAN RESOURCES SPECIALIST

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of difficult and complex support functions on behalf of Human Resources and Manager's Office. Perform complex clerical tasks, coordinating diverse elements or work processes, requiring a thorough knowledge of organizational or Human Resources procedures and functions and the exercise of discretion and tact in processing documents and information of a confidential or sensitive nature and the frequent use of independent judgement.

DISTINGUISHING CHARACTERISTICS

This class performs a variety of assignments assisting the administrative/secretarial/clerical functions of the Human Resources and Manager's Office. These areas include employment, compensation, employee relations, benefits, human resource development and risk management. Duties varies according to the function area and may include financial tracking, information compilation, report writing, receptionist tasks, producing a wide variety of correspondence and documents using personal computer, scheduling of interviews and/or appointments, and a variety of special projects assigned by the Human Resources Manager. Incumbent is responsible for performing tasks or completing processes which require a detailed working knowledge of the Town's human resources function and the ability to communicate policy or procedures to other Town staff or the public. May also be required to provide guidance and training to other clerical staff as needed.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Provide information to employees, public, supervisors or other personnel by referring to policies, rules, regulations or procedures or by researching files for information; may refer visitors or caller to other appropriate sources of information.
2. Prepare job descriptions, job announcements, advertising and other recruitment materials, coordinating testing and oral board interviews.
3. Performs mathematical computations using a calculator. May compute costs of supplies or budgets, and adjusts, balances and reconciles figures to insure accuracy of data.
4. Processes a variety of documents such as employee hires, terminations, retirements, and loss reports, worker's compensation and various benefit forms.
5. Maintains and updates records of various types of transactions, such as personnel action forms and contracts, and compiles and arranges data from diverse sources into report format.
6. Files documents such as personnel action forms, resumes, applications, legal documents, reports,

or general correspondence; updates filing systems as needed.

7. Schedules interviews or appointments by contacting employees, candidates or other personnel to communicate time, location and content of meeting; prepares selection materials as required.
8. Utilize computer to process purchase orders and payments; verifies receipt for materials and resolves discrepancies.
9. Conducts new employee orientation sessions, explaining conditions of employment including benefits plans, pay schedules, Town organization and personnel rules and regulations.
10. Provide support in the maintenance and revision of classification descriptions and compensation plans.
11. Process employee performance evaluations and merit increases in a timely manner.
12. Follow up on issues related to workers' compensation, liability claims and benefit questions and assures direction to various sources.
13. May compose, type and distribute written correspondence using department standard personal computer and software.
14. Gathers data for various surveys in support of human resources activities.
15. Provide information regarding human resources to other agencies as well as internal staff.
16. Coordinates pre-employment physical examinations.
17. Provide general clerical and administrative support to Human Resources Director and department managers as required.
18. Assist in securing temporary employee services.
19. Arrange appointments, meetings, conferences and trips for department heads and staff.
20. Assist in the preparation of the Council Agenda
21. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- High school diploma or equivalent.
- Four years of responsible experience in clerical and secretarial work
- One year of human resources experience.
- Additional qualifying education may be substituted for up to one year of the desired experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human Resources functions and procedures.
- Telephone etiquette.
- Basic arithmetic
- Modern office procedures, methods and equipment including computers.
- English usage, grammar, punctuation and spelling.
- Records retention and filing systems.
- General customer service techniques.
- Standard safety work practices.

Ability to:

- Rapidly learn and perform tasks related to the department or unit's regulations, policies, rules, functions, procedures or processes; assume responsibility for a major clerical function including the resolution of problems.
- Coordinate activities of other staff members
- Perform arithmetic calculations including percentages, fractions, averages or other formulas; compile and array data in a readable and comprehensible manner.
- Research files and prepare statistical reports and analyses.
- Establish and maintain complex record keeping systems.
- Communicate effectively verbally and in writing; edit draft reports or correspondence for errors in grammar or structure, meet deadlines; establish and maintain priorities; work under stress.
- Provide direction to temporary clerical personnel as required.
- Type correspondence and other documents in a variety of formats on a typewriter or personal computer from clear copy or rough drafts at a minimum of 60 words per minute.
- Successfully pass various performance tests appropriate to position.
- Operate a personal computer using Windows environment software including WordPerfect, Excel, and/or other department standard software.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.
- Communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Operate assigned equipment.
- Make sound decisions in a manner consistent with the essential job functions.
- Establish and maintain effective working relationships.
- Possession of a valid State of California Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

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PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in a computerized office environment, in direct contact with other Town personnel and the public, without close supervision, and with a high volume of work and firm deadlines.

FLSA: Non-exempt

PROPERTY INTEREST:

This is an at-will position.

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